



**Professional Engineering Procurement Services
(PEPS) Division
Solicitation Number: 36-5RFP5119**

October 6, 2014 – This RFQ has been changed:

The following attachment has been revised:

Attachment 2: Questions & Responses (Q&R) Template – The Q&R has been corrected to add fillable space for the Provider row on Page 1.

The following section has been revised:

Selection Procedure:

Interviews will be evaluated, and the interview score will be the basis for the selection. Interviews will be scheduled the weeks of **October 22 27** and November 3, 2014.

Original Posting Date: September 25, 2014

Posting Period: 14 Days

**REQUEST FOR QUALIFICATIONS (RFQ) TO CONTRACT
FOR
INDEFINITE DELIVERABLE CONTRACTS
FEDERAL PROCESS - WITH DBE GOAL**

The Texas Department of Transportation (TxDOT) intends to enter into twelve (12) indefinite deliverable contracts with prime providers pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.42, to provide the following services.

The approximate amount for each contract is \$2,000,000, which is included for informational purposes only and may be adjusted by TxDOT.

The contracts will be assigned to providers in order of rank. The contracts with the highest estimated values will be assigned to the highest ranked or top providers selected, and so forth

until all of the contracts have been assigned. The contract amounts are included for informational purposes only and may be adjusted by TxDOT.

Description of Services to be Provided:

The PEPS Fort Worth Service Center is advertising for the following type of services: Engineering services required for the preparation of plans, specifications and estimates (PS&E) and related documents, for various On-System and Off-System Bridge replacements. These services may include preparing roadway and bridge design, hydrologic and hydraulic design, traffic signal design, survey, geotechnical data collection, and construction phase services necessary to support the design process.

The contract(s) will be used to support needs statewide.

For additional information, the following files are attached to this solicitation:

- TxDOT Contract Template
- Draft - Services to be Provided by the State
- Draft - Services to be Provided by the Engineer

Statement Of Qualifications (SOQ) Deadline and Submittal Information:

SOQs must be received prior to **12:00 p.m. CT, on Thursday, October 9, 2014.**

Any SOQs received after the deadline date and time shown above will not be considered.

SOQs will be accepted by hand delivery to TxDOT, Professional Engineering Procurement Services, 2501 Southwest Loop 820, Fort Worth, Texas 76133, Attention: Christi Bonham, or by mail addressed to TxDOT, Professional Engineering Procurement Services, 2501 Southwest Loop 820, Fort Worth, Texas 76133.

SOQs will not be accepted by fax or electronic mail.

To verify that the SOQ was received, the provider may contact the managing office by email, at Christi.Bonham@txdot.gov, using the standard subject line "Verification of SOQ Receipt, Solicitation # 36-5RFP5119.

Conflict of Interest:

TxDOT requires that its consultants and subconsultants be able to work solely in TxDOT's interest, without conflicting financial or personal incentives. TxDOT reserves the right to disqualify any prime provider or subprovider, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or subproviders' duty to act solely in the interest of TxDOT.

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving TxDOT, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a subprovider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

Evaluation Criteria:

SOQs submitted in response to this Solicitation will be evaluated according to the criteria provided in the *Attachment 2: Questions and Responses Template*.

Questions and Responses (Q&R):

Firms must respond to the questions stated in *Attachment 2: Q&R Template*. Responses must be submitted on the *Q&R Template*. No other format will be accepted.

Responses are limited to space allotted in the *Q&R Template*. Content outside the space allotted in the *Q&R Template* will not be evaluated. Additional pages will not be accepted, except for the attachments listed under the section **SOQ Submittal Format**.

Any false statement provided by a firm may void the submitted response. TxDOT may take any additional action provided by law regarding false statements submitted as part of the solicitation.

Work Categories and the % of Work Per Category:

Attachment 5 – Project Team Composition (Part 3 of 3) form indicates the categories that are engineering and design related services. Refer to the **Administrative Qualification Requirements** section to ensure that all requirements are met for applicable firms.

Standard Work Categories:

- 2.3.1 Wetland Delineation (0.5%)
- 2.4.1 Nationwide Permit (0.5%)
- 2.4.2 §404 (Title 33, United States Code §1344) Individual Permits (0.5%)
- 2.4.3 U. S. Coast Guard and U.S. Army Corps of Engineers §10 (Title 33, United States Code §403) Permits (0.5%)
- 2.6.1 Protected Species Determination (Habitat) (0.5%)
- 2.6.2 Impact Evaluation Assessments (0.5%)
- 2.6.3 Biological Surveys (0.5%)
- 2.8.1 Surveys, Research & Documentation of Historic Buildings, Structures, and Objects (3%)
- 2.14.1 Environmental Document Preparation (3.5%)
- 3.4.1 Minor Bridge Layouts (4%)
- 3.5.1 Major Bridge Layouts (4%)
- 4.1.1 Minor Roadway Design (15%)
- 4.2.1 Major Roadway Design (3%)
- 4.4.1 Major Freeway Interchanges and Direct Connectors (2%)
- 5.1.1 Minor Bridge Design (15%)
- 5.2.1 Major Bridge Design (7%)
- 5.4.1 Exotic Bridge Design (3%)

- 8.1.1 Signing, Pavement Marking and Channelization (3%)
- 8.2.1 Illumination (1%)
- 8.3.1 Signalization (1%)
- 9.1.1 Bicycle and Pedestrian Facility Development (1%)
- 10.1.1 Hydrologic Studies (5%)
- 10.2.1 Basic Hydraulic Design (5%)
- 10.3.1 Complex Hydraulic Design (2%)
- 10.5.1 Bridge Scour Evaluations and Analysis (3%)
- 14.1.1 Soil Exploration (1%)
- 14.2.1 Geotechnical Testing (1%)
- 14.3.1 Transportation Foundation Studies (3%)
- 15.1.1 Survey (1%)
- 15.2.1 Design and Construction Survey (7%)
- 18.2.1 Subsurface Utility Engineering (3%)

Major Work Categories:

- 4.1.1 Minor Roadway Design
- 4.2.1 Major Roadway Design
- 5.1.1 Minor Bridge Design
- 5.2.1 Major Bridge Design
- 10.1.1 Hydrologic Studies
- 10.2.1 Basic Hydraulic Design
- 10.3.1 Complex Hydraulic Design
- 10.5.1 Bridge Scour Evaluations and Analysis

Precertification Requirements:

Standard Work Categories:

Task leaders, must be precertified by the SOQ deadline date and time specified in this Solicitation, for each of the advertised work categories they are identified to lead. Precertification status of subprovider task leaders, by individual, can be verified through the CCIS database using the *Employee Precertification Categories* query tool with a CCIS employee sequence number.

Annual Firm Renewal Requirement:

Annual renewal is governed by Section 9.33(i) of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All precertified firms must complete the annual renewal process between January 1 and March 31 each year to maintain Active status for the firm. Active status is required for prime providers

and subproviders with task leaders identified for standard work categories. As applicable, firms must obtain Active status by the SOQ deadline date and time specified in this Solicitation. Active status is not required for firms proposing to perform only NLC services.

Additional information on annual renewal for precertified firms is available on TxDOT's internet web site at: [Annual Renewal for Precertified Firms](#)

A list of Active precertified firms is available at: [Active TxDOT Precertified Firms](#)

Administrative Qualification Requirements:

Administrative Qualification is governed by Section 9.35(b) of Title 43 in the Texas Administrative Code (TAC).

All firms providing engineering and design-related services must be administratively qualified with an effective rate by the SOQ deadline specified in this Solicitation; or be determined eligible by the TxDOT Audit Office, to use the federal safe harbor rate, by the SOQ deadline specified in this solicitation.

Requirements are summarized on TxDOT's website, which includes a list of firms and their administrative qualification status. The website is found at the following location: [Administrative Qualification](#)

Administrative qualification information is for TxDOT use only. This information will only be released with the approval of the provider or as required by state or federal statute.

Prime Provider Certification Statements:

See *Attachment 1: Cover Page* for certification information. The prime provider must certify that they meet the following requirements:

- The prime firm is registered or licensed with the Texas Board of Professional Engineers. If proposing as a joint venture, the requirement applies to each joint venture member.
- Individuals on the project team must be currently employed by either the prime provider or a subprovider firm that has been identified on the team.
- A professional engineer, registered or licensed in Texas will sign and seal the work to be performed on the contract.
- The prime provider shall perform at least 30 percent of the contracted work with its own work force.

Project Manager Requirement:

The prime provider's project manager, as proposed in the SOQ, is required to be a registered Professional Engineer licensed in Texas by the SOQ deadline specified in this Solicitation.

Project Manager Commitment:

TxDOT expects the prime provider to commit its project manager, as proposed in the SOQ, to the duration of the contract. TxDOT further expects the project manager's commitment to the contract to include commitment as project manager to each work authorization without further delegation or substitution over the course of the contract. In selecting a provider, TxDOT evaluates the project manager's qualifications and skills against the specific requirements and unique demands of the contract. The project manager's commitment to the duration of the contract, therefore, is of key importance to TxDOT. Project manager replacement, while not

strictly prohibited, will require TxDOT's prior consent. Any such replacements will be subject to the terms of the agreement.

Joint Venture Requirements:

TxDOT allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. In order for a joint venture to be precertified, each firm included in the joint venture must be precertified, unless a firm is performing only work identified by non-listed work categories. All joint venture parties must be clearly identified.

A single project manager must be identified on *Attachment 4: Organization Chart* to represent the joint venture.

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to **Prime Provider Certification Statements** section for additional requirements.

Employment Law:

A prime provider or subprovider currently employing former TxDOT employees must be aware of the revolving door employment laws and rules, including Government Code, Chapters §572.054 and §2252.901 and Texas Administrative Code, Rules §10.6, §10.101, and §10.102. The firm and former TxDOT employees are responsible for understanding and adhering to these rules and laws.

Disadvantaged Business Enterprise (DBE) Goal:

It is anticipated this contract will include federal funds. The assigned DBE goal for participation in the work to be performed under this contract is **11.7%** of the contract amount.

The provider shall furnish evidence of compliance with the assigned DBE goal, or evidence of a good faith effort acceptable to TxDOT to meet the assigned goal on *Attachment 5: Project Team Composition* (Part 1 of 3). TxDOT maintains the Texas Unified Certification Program Disadvantaged Business Enterprise (TUCP DBE) Directory, which lists businesses alphabetically and by work category.

The DBE goal can be achieved using the prime provider, the subproviders, or both.

Each subprovider listed to meet the assigned DBE subcontracting goal must be DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered by that firm. A firm not DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered will not be counted toward the assigned DBE subcontracting goal. For example:

- A firm offering architecture services must be DBE-certified in 541310 Architectural Services.
- A firm offering engineering services must be DBE-certified in 541330 Engineering Services.
- A firm offering surveying services must be DBE-certified in 541370 Surveying and Mapping (except Geophysical) Services.
- A firm offering environmental services must be DBE-certified in either 541330 Engineering Services or 541620 Environmental Consulting Services.
- A firm offering materials testing services must be DBE-certified in either 541330 Engineering Services or 541380 Testing Laboratories.

Additional information on the NAICS Codes can be found at the following link, under the heading for Sector 541 – Professional Scientific and Technical Services:

<http://www.sba.gov/content/small-business-size-standards>

Statement of Qualifications (SOQ) Submittal Format:

The prime provider must submit **six (6)** duplicate original SOQs. Each SOQ must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

The SOQ submittal must consist of and is limited to the following attachments in numerical order:

Attachment 1: SOQ Cover Page – See the fillable file attached to this Solicitation.

Attachment 2: Questions & Responses (Q&R) Template – See the fillable file attached to this Solicitation.

Attachment 3: Graphics Page - A graphics page may be submitted to support the responses in the *Attachment 2 - Q&R Template*. The graphics page may include drawings, diagrams, charts, tables, or other visual aids. This attachment is limited to one (1) 8 ½" x 11 page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred.

(Label “*Graphics Page*”. If a graphics page will not be included, insert a single page titled “*Graphics Page - Intentionally Left Blank*”.)

Attachment 4: Organization Chart - The task leaders shown on the org chart must be consistent with those identified on *Attachment 5: Project Team Composition Form* (Parts 1, 2, and 3). Other personnel may be identified at the prime provider’s discretion. This attachment is limited to one (1) 11” x 17” page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred. The organization (org) chart must contain the following:

- Project manager’s and task leaders’ name, and contract responsibilities by work category.
- The prime provider’s and subproviders’ name, address, email, and telephone number, by each firm. The abbreviation of firm names is acceptable.

(Label “*Organization Chart*”.)

Attachment 5: Project Team Composition Form (Parts 1, 2 and 3) – See the fillable file attached to this Solicitation. Prime provider and subprovider names listed in the Project Team Composition (PTC) form should be the legal firm names as registered with the Texas Comptroller of Public Accounts. For precertified firms, the firm name in the TxDOT CCIS database should also be the legal firm names as registered with the Texas Comptroller of Public Accounts. (When complete, three parts will be available to print. Instructions for completing and printing Parts 1, 2, and 3 are included on Part 1, under the button labeled “Instructions”.)

Attachment 6: Non-TxDOT Client Verification Form - This form must list the contract numbers for any non-TxDOT work referenced in the *Attachment 2: Q&R Template*.

Project Manager or Task Leader Replacement during Selection:

Prior to short list notification, the prime provider's project manager may be replaced only by another prime provider staff person proposed in the SOQ, as approved in writing by the consultant selection team (CST).

Prior to short list notification, a task leader may be replaced by another precertified person proposed in the SOQ from the team, as approved in writing by the CST.

Selection Procedure:

Providers will be short-listed based on their SOQ scores.

A short list meeting with providers advancing to the short list will not be held.

Providers advancing to the short list will participate in an interview. These providers will be issued an *Interview and Contract Guide (ICG)* containing instructions for the interview. The prime provider's project manager must be present for and participate in the interview or the provider will be removed from further consideration. The project manager may attend only one interview.

Attendance is limited to the following individuals: The task leaders of the major work categories listed in this Solicitation must attend the interview with the project manager. Each attendee must be identified in *Attachment 4: Organization Chart*.

Interviews will be evaluated, and the interview score will be the basis for the selection. Interviews will be scheduled the weeks of October 27 and November 3, 2014.

For Projects Developed Under These Contracts:

TxDOT is not obligated to proceed with final design for any alternative. On completion of environmental documentation, TxDOT will consider all reasonable alternatives in a fair and objective manner. The selected firms may not proceed with final design until after all relevant environmental decision documents have been issued.

Contract Information:

Contract execution is expected by December, 2014.

The proposed contract payment type is specified rate / lump sum / unit cost.

Work authorizations (WA) may be issued within the first two years of the contract. Contract duration is expected through the latest WA termination date.

Work authorizations under the contract(s) will be issued in conformance with TxDOT's current policies and procedures.

Debriefs:

Debriefs may be conducted to discuss the provider's SOQ or interview. Note that no debriefs will be held prior to provider selection. Debriefs for shortlisted providers will be held after contract execution. Requests for debriefs will be accommodated up to four months after contract execution.

Special Accommodations:

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Christi Bonham at Christi.Bonham@txdot.gov, using the standard subject line:

Special Accommodations, Solicitation # 36-5RFP5119

Questions about this Solicitation:

Questions regarding this Solicitation must be submitted in writing (via email) to Ahmed Gaily, P.E. at Ahmed.Gaily@txdot.gov to be considered. Submit questions using the standard subject line: Questions & Answers, Solicitation # 36-5RFP5119.

The deadline for submitting questions regarding this Solicitation is **12:00 p.m. CT, on Thursday, October 2, 2014.**

Significant and relevant *Solicitation Questions and Answers* will be posted on TxDOT's website by **Tuesday, October 7, 2014**. They will be posted under this Solicitation Number, at the following location under the button label "*Solicitation Questions and Answers*": [Contract Solicitation Documents and Information](#)